





MEMORANDUM

TO: City Council

FROM: Bonnie Svrcek, Deputy City Manager 
Donna Witt, Assistant Financial Services Director 

SUBJECT: FY 2005 Budget Calendar

DATE: July 31, 2003

Attached for your review is a proposed budget calendar for the FY 2005 budget cycle. This calendar was prepared based on feedback received from stakeholder debriefings following adoption of the FY 2004 budget.

While the budget calendar has not changed significantly for City Council's consideration and deliberation of the budget, following are items that may be of particular interest to you:

- The Capital Improvement Program (CIP) will reflect a five-year plan rather than a six-year plan. *State Code* requires only a five-year plan. It is uncertain why the City has included six-years in prior capital improvement programs.
- The CIP will be submitted to Council for review and discussion in December rather than at the end of the operating budget discussions and deliberations.
- The Planning Commission will review the CIP submissions in early fall and formulate a recommendation to the City Manager regarding the CIP's relationship to the *Comprehensive Plan*.
- The Schools CIP request is due to the City concurrent with City department's deadline for submissions on September 8, 2003. The Schools have agreed to submit their operating budget request to the City on January 23, 2004. This will help in the development of the proposed budget by the City Manager rather than the Schools budget request being unknown until later in the Council deliberation process.

In preparing the FY 2005 operating budget, departments will be asked to provide their proposed budget for FY 2006 as well. Beginning in FY 2005, the City will prepare a biennial budget where the first year of the biennium will be zero-based and the second year will be projected off of the FY 2005 base. The second year of the biennium will therefore result in a less intensive budget process than the first year and should only include adjustments based on a changing resource or program environment.

Staff hopes that this budget calendar is responsive to issues raised during the stakeholder meetings.

Thank you.

c: Kim Payne, City Manager
Michael Hill, Financial Services Director

Attachment

CITY OF LYNCHBURG
FY 2005 BUDGET CALENDAR
(as of July 14, 2003)

July 2003

July 1, 2003 Post FY 2004 Budget
July 4, 2003 *Independence Day*
July 7, 2003 Send Carryforward Letter to Departments
July 8, 2003 Council Meeting
July 16, 2003 Financial Assumptions Discussion with Manager
July 24, 2003 Carryforward Due
July 28, 2003 CIP Instructions out to Departments
July 31, 2003 Q&A for CIP

August 2003

August 4, 2003 Financial Forecasting Due to Manager
August 5, 2003 Quarterly Report to Finance Committee
August 12, 2003 Carryforward to Council
August 15, 2003 Noon Deadline for Submitting Reclassification and new Position Requests to Human Resources
August 26-27, 2003 Council Retreat

September 2003

September 1, 2003 *Labor Day*
September 8, 2003 CIP Due - including Schools
September 9, 2003 Council Meeting
September 10, 2003 Fleet Board Meeting - Fleet charges to be discussed
September 17, 2003 Leadership Team Retreat - Discuss Department New Initiatives
September 18, 2003 Recruit Budget Analysts
September 22, 2003 Initialize Budget
September 23, 2003 Council Meeting
September 30, 2003 Information Technology (IT) proposals due to IT from departments

October 2003

October 2, 2003 Budget Instructions to Departments/Constitutionals at Key Leaders (Budget Contacts Invited)
October 8, 2003 CIP to Planning Commission
October 10, 2003 HR Reclassifications and New Position Recommendations to Departments (include in Personal Service Sheet)
October 13, 2003 Q&A for Budget Contacts
October 14, 2003 Council Meeting
October 28, 2003 Council Meeting
October 30, 2003 Prepare for Budget Analyst Training
October 31, 2003 Personal Services Budget Due

November 2003

November 3, 2003 Open Budget Module for Keying
November 4, 2003 Finance Committee Quarterly Reports
November 5, 2003 Planning Commission CIP Recommendations to City Manager
November 6, 2003 Budget Analyst Training
November 11, 2003 Council Meeting
November 14, 2003 Small Departments Budget Requests Due
November 21, 2003 Medium Departments Budget Requests Due
November 25, 2003 Council Meeting
November 27-28, 2003 *Thanksgiving*

December 2003

December 1, 2003 Budget Analysts Recommendations for Small Departments due to Manager
December 4, 2003 Manager meet with Small Departments Budget Analysts as necessary

December 5, 2003	Large Departments Budget Requests Due
December 9, 2003	Council Meeting - CIP to Work Session
December 12, 2003	Expense Base to Missy
December 15-19, 2003	Final Week for Budget Analysts to meet with Departments
December 15, 2003	Budget Analysts Recommendations for Medium Departments due to Manager
December 18, 2003	Manager meet with Medium Departments Budget Analysts as necessary
December 22, 2003	Close Budget Module
December 24-25, 2003	<i>Christmas Holiday</i>

January 2004

January 1, 2004	<i>New Year's Day</i>
January 8, 2004	Budget Analysts Recommendations for Large Departments due to Manager
January 12, 2004	Expense Base to Finance for Projections
January 13, 2004	Council Meeting
January 14, 2004	Manager meet with Large Departments Budget Analysts as necessary
January 15, 2004	Analysts and Departments meet with Manager as necessary
January 19, 2004	Martin Luther King Holiday
January 20, 2004	Analysts and Departments meet with Manager as necessary
January 21-23, 2004	Update Revenue Projections
January 23, 2004	Schools Operating Budget Due
January 27, 2004	Council Meeting
	CDBG & HOME Status to Council
January 28, 2004	Recommendations to Departments at Leadership Team Meeting
January 30, 2004	Departments Adjustments Due by NOON
January 31, 2004	Begin to Balance Budget

February 2004

February 2-6, 2004	Balance Budget
February 3, 2004	Quarterly Report to Finance Committee
February 10, 2004	Council Meeting
February 16, 2004	<i>Presidents' Day</i>
February 24, 2004	Council Meeting

March 1, 2004

March 1, 2004	Proposed Budget to Printer
March 4, 2004	Proposed Budget to Council
March 9, 2004	Council Work Session - Departments to Present to Council
	Council Meeting: CDBG & HOME Public Hearing
March 16, 2004	Council Work Session - Departments to Present to Council
March 23, 2004	Council Work Session - Departments to Present to Council; Council Meeting
March 30, 2004	Council Work Session - Departments to Present to Council
	Ad for Public Hearing

April 2004

April 13, 2004	Council Meeting: Public Hearing for Budget
	Adoption of CDBG & HOME
April 20, 2004	Work Session - Council Balance Budget
April 27, 2004	Work Session - Council Balance Budget; Council Meeting

May 2004

May 4, 2004	Quarterly Report to Finance Committee
May 11, 2004	Council Meeting: First Reading of Budget for Adoption
May 25, 2004	Council Meeting: Second Reading of Budget for Adoption
May 31, 2004	<i>Memorial Day</i>

June 2004

June 23, 2004	Adopted Budget to Printer
June 26, 2004	FY 2005 Budget Rollover Testing
June 30, 2004	Adopted Budget to Council and Departments

